

Division of Community Services

Sumter County Library Services

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<http://www.sumterpubliclibrary.org>



Sumter County Library System 2010 - 2011 Annual Plan of Service

Goal 1: Develop and maintain a diverse and dynamic materials collection in a variety of formats

Objective 1: Include new formats in the library collection

- Actions:
1. Evaluate current database subscriptions based on customer use by April 2011
 2. Investigate additional database subscriptions to respond to patron needs and interest by June 2011
 3. Investigate the purchase of downloadable books, mp3 format materials and similar resources by August 2011

Objective 2: Conduct regular collection maintenance activities

- Actions:
1. Continue weeding exercises at all branches on a monthly basis
 2. Make the collection easier to browse by improving the accuracy of the online catalog by July 2011

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Objective 3: Maintain collection standards and benchmarks

- Actions:
1. Add a number of items (volumes) in all formats to the collections to meet core standard as budget allows by September 2011
 2. Track collection use on a monthly basis and utilize results to improve collection quarterly

Goal 2: Provide a well-trained staff adequate to serve residents of all ages

Objective 1: Ensure that staff training needs are met

- Actions:
1. Plan, design and implement a comprehensive staff training program that emphasizes effective teamwork and knowledge of library services by March 2011
 2. Promote and encourage participation in desktop webinars; workshops and seminars held by NEFLIN and other professional library organizations by September 2011
 3. Offer on-site staff training and development workshops to all staff twice/year

Objective 2: Maintain effective internal communications

- Actions:
1. Conduct regular monthly administrative and departmental staff meetings
 2. Encourage cross training of staff and increase staff awareness of all library departments on a regular basis
 3. Keep staff informed of library related issues and events, locally and statewide, as they occur

Goal 3: Increase the public's awareness and use of the resources and services of the libraries

Objective 1: Improve the Sumter County Library System promotional materials

- Actions:
1. Revise and keep current the promotional brochure for the Sumter County Library System
 2. Include the web address on all promotional materials
 3. Include the Sumter County Library System logo on all materials
 4. Investigate and utilize other public relations outlets/tools
 5. Develop a brochure describing the electronic resources available to residents from the Library Services website

Goal 4: Use appropriate technology to provide enhanced information and delivery of library services

Objective 1: Maintain current and effective integrated library system

- Actions:
1. Upgrade SIRSI products, adding new modules to support institutional activities and increase public access to library services as they become available
 2. Maintain a current generation of SIRSI products as they become available
 3. Attend annual SIRSI training and periodic ILS training

Objective 2: Expand computer and Internet training for public

- Actions:
1. Continue to provide on-site training of electronic databases to all library staff quarterly
 2. Develop and provide monthly training for the public on all electronic resources
 4. Offer basic computer literacy classes monthly at all branch libraries
 5. Offer technology training to the public during Saturday and evening hours as demand requires

Goal 5: Provide and maintain library facilities that adequately house existing resources and services, and allow for future growth

Objective 1: Provide improvements to existing facilities

- Actions:
1. Review and implement the recommendations of the post-occupancy evaluation of the Villages Public Library which are feasible by February 2011
 2. Assess current maintenance and building needs of all library facilities by June 2011
 3. Create a Facilities & Maintenance Plan for Library Department by August 2011
 4. Ensure that all library facilities have sufficient internal and external signage by September 2011

Goal 6: Improve Sumter County library services through a cooperative library structure

Objective 1: Plan for Consolidation of Library Services for the City of Coleman

Actions: 1. Implement the provisions of an approved Interlocal Joint Planning and Service Delivery Agreement relating to consolidation of library services in Coleman, pending approval.

Objective 2: Investigate the formation of a unified Friends of the Library organization for the Sumter County Library System

Actions: 1. Consult with the State Library and Archives of Florida on existing models, advantages and disadvantages by May 2011
2. Conduct information sharing sessions with existing Friends of the Library organizations (Panasoffkee Community Library and The Villages Public Library) by July 2011

Objective 3: Continue to develop the Sumter County Library System Policies Manual

Actions: 1. Develop new policies and procedures as needed
2. Review and revise existing policies by March 2011
3. Present new and/or revised policies for adoption by the Library Advisory Board by May 2011

Objective 4: Continue regular planning in selected areas of development and long range planning

Actions: 1. Participate with Sumter County Community Services, Planning & Development and other divisions to plan for library services growth on a monthly basis
2. Revise the Lake-Sumter Community College/Sumter County Library System Joint-Use Library Cooperative Agreement by December 2010